



Town of Warren, Rhode Island

Minutes of the Economic Development Board

The Town of Warren, RI Economic Development Board met at a Regular Meeting on December 13, 2013 at 6:00 p.m. at Warren Town Hall. The presiding officer was Karen Dionne. Board members present were Sara Volino, Kathy Tucciarone, Mark Lombari, Ben Terry and Christine Lichatz. Spencer Morris was absent. Bill Nash, Town Hall liaison to the EDB, was in attendance. Moe Clare, Economic Development Coordinator, was in attendance. Kristin MacDonald was present at the meeting to serve as Secretary to the EDB.

1. Review and Approval of Minutes from Regular Meeting held November 18, 2013

The minutes from the regular meeting held on November 18, 2013 were reviewed by the board via email. A motion was made by Ms. Volino to accept the minutes, the motion was seconded by Ms. Tuccirone, and all members were in favor.

2. Introduction of new Economic Development Coordinator

Ms. Dionne introduced Mr. Clare as the new Economic Development Coordinator for the town of Warren. Mr. Clare discussed plans to schedule a regular meeting time either monthly or bi-monthly in which prospective business owners will have the opportunity to meet with town government members to answer questions and receive guidance about the process of opening a business in Warren. Mr. Clare will be the point person to organize the meetings and to direct individuals who need guidance through the business application process. When Mr. Nash suggested that a member of the EDB should be part of these meetings, Mr. Lombari volunteered to attend the initial meeting. In the future, EDB members might possibly rotate this responsibility. The meetings will be posted on the town website. Mr. Nash noted that these meetings should prove helpful in both opening communication and simplifying the process of opening a business. Also, Mr. Nash reported that the town is continuing to work with the RI Office of Regulatory Reform to create a flowchart to streamline the process of starting a business in Warren. In discussing his new position, Mr. Clare emphasized that he will need support from members of the EDB going forward. Mr. Nash left the meeting after this agenda item.

3. Report of grant funded RI Local advertising and Town Hall landscaping projects

Mr. Lombardi stated that he will contact RI Local regarding the October advertisement. Ms. Dionne is going to contact Ms. Wells about the available grant money for a subsequent advertisement in the magazine.

Ms. Lichatz emphasized that a standard for planting and landscaping on public spaces will create a consistent image for Warren. The Town Hall landscaping project can be used as a template for other projects going forward, and can also be coordinated with the Water Street improvement project. Ms. Volino suggested that Ms. Lichatz should compose a written list of these standards which could be sent to the planning and zoning boards. Ms. Lichatz said she would work on a written list of landscaping standards.

4. Update on individual and group assignments, projects, and goals for 2014

Ms. Dionne asked the board to suggest projects and goals for 2014 based on their individual interests. The board members will report on their individual projects and goals at the January meeting. The board briefly discussed the past year's projects including the completed welcome signage and the storefront improvement program.

5. Discussion of open EDB seats

The board briefly discussed the two open EDB positions. The board agreed that an individual with experience in public relations, marketing and social media would be a positive addition to the EDB. The open board positions will be discussed further at the January board meeting.

A motion was made to adjourn by Ms. Dionne, the motion was seconded by Ms. Volino, and all members were in favor.

The meeting adjourned at 7:40 p.m.

Respectfully Submitted,

Kristin M. MacDonald
January 19, 2014

